

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1520

TO: Child and Adult Care Food Program (CACFP)
Child Day Care Center and Head Start Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 27, 2005

SUBJECT: **Operational Memorandum #14C-05 CACFP Updates:**

1. Income Eligibility Application **2005-2006**
2. Day Care Center Child Enrollment Form **2005-2006** *or*
Head Start Child Enrollment Form **2005-2006**
3. Parent Letter **2005-2006**
4. Income Guidelines **July 1, 2005 through June 30, 2006**
5. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) **2005-2006**
6. Parental Notification Requirement (*Building for the Future*)
7. Civil Rights Forms

1. Income Eligibility Application 2005-2006

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from parents every 12 months. The enclosed original two-page application form, which has been revised to include required elements of the CACFP Second Interim Rule, is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies. (*This form is not applicable for emergency shelters and after-school "at risk" snack programs*).

**2. Day Care Center Child Enrollment Form 2005-2006 or
Head Start Child Enrollment Form 2005-2006**

As discussed previously in Operational Memorandum #12C-05 dated April 1, 2005, the CACFP Second Interim Rule requires that an annual enrollment form be collected for all children enrolled in CACFP.

- The child's enrollment form must be signed by the parent or guardian and include information about the child's normal days and hours of attendance and the meals that the child receives while in care. All of this information must be included on the enrollment form, but the meals served may be revised to reflect only the meals that are served at the facility.

- Programs may choose to capture the required information on a separate enrollment form **or** as part of the Income Eligibility Application that must be submitted annually by households of participants in care. The current sample Income Eligibility Application and child enrollment forms (one for day care centers and one for Head Start Programs using automatic eligibility) have been modified to include this new required information.
- These forms or versions of the forms including the required information must be used for all children enrolled on or after **April 1, 2005** and must be in place for all other currently enrolled children by **September 30, 2005**. All outdated enrollment or income eligibility forms must be discarded.

(Enrollment forms are not applicable for emergency shelters, outside school hours care centers (OSHCCs) and after-school "at risk" snack programs).

3. Parent Letter 2005-2006

The sample Parent Letter for child care/Head Start centers has an attachment with reduced price meal income guidelines for 2005-2006. The letter must be distributed to parents with the income eligibility application. The two page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2005 must be made using the guidelines in effect at the time the eligibility determination is made. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

4. Income Guidelines July 1, 2005 through June 30, 2006

The guidelines effective July 1, 2005 to June 30, 2006 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to parents or households. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

5. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) 2005-2006

Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the Child and Adult Care Food Program (CACFP). Regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP child care center (except for outside-school hours centers). The information is, in turn, to be provided to the parents of children at the time of CACFP enrollment.

6. Parental Notification Requirement (*Building for the Future*)

The Agricultural Risk Protection Act of 2000 (Public Law 106-224) requires day care centers to inform parents or guardians of children enrolled about program benefits. Notification must be provided on an ongoing basis as new children are enrolled in the CACFP. On September 6, 2000, two versions (English and Spanish) of a one-page flyer were provided to CACFP participants to meet the notification requirement. This flyer may still be used to meet this requirement.

Additional copies of this flyer are enclosed if needed for reproduction. ***Please note that the sponsoring organization or day care center contact information (name and telephone number) must also be included. Flyers distributed without the sponsor and state agency contact information do not meet the parental notification requirement.***

7. Civil Rights Forms

Please complete the enclosed the *Civil Rights Beneficiary Data Collection Form* and *Potential Beneficiary Data Determination Form* and retain on file with your other CACFP records.

Do ***not*** submit these forms to the Child Nutrition Unit.

Many of the CACFP forms and Operational Memorandums are available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program").

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at (860) 807-2076.

MBS:shb